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ABSTRACT

This book guides library administrators through stages of long-range needs assessment, particularly taking what they know about their user community, library services, performance standards, and anticipated resources, and using that knowledge to determine space and building needs. Tips, explanations, and hands-on planning tools come through descriptions of a hypothetical model called Sterling Public Library, which must select a library consultant, choose an assessment team and define its responsibilities, evaluate the library's current effectiveness, survey the users, inspect the existing site, evaluate alternatives, and draw up schematics for a proposed addition. Appendices include library space planning guidelines, sample request for proposals, a sample library building program or "architect's assignment," a community telephone survey form, tips for selecting an effective site, and sample planning guidelines for library staffing. (Contains 73 figures and tables and 32 references.) (BEW)

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